



Probation Form

Employee Name: _____ A#: _____
Date: _____

Description of Infraction: (including policy as appropriate)

Verbal Warning?: **Yes** **No** **Date:** _____
If no verbal warning was given explain why:

Written Warning?: **Yes** **No** **Date:** _____
If no written warning was given explain why:

Duration of Probation: _____

The terms of this probation have been discussed with me. I understand that this probation is in accordance with Dining Services policy and that if I repeat this infraction during the duration of my probation it may result in termination of my employment. I understand that this documentation will be kept for the duration of my employment with Dining Services.

Employee Signature: _____ **Date:** _____

The terms of this probation were explained in full to the employee. Corrective instructions were explained to the employee.

Supervisor Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Employee is entitled to a copy of this documentation.